

Morgan City Housing Authority Internet Submittal of PHA Agency Plan

Public Housing and Section 8 Programs

Annual Plan for Fiscal Year: 2002

Submission of:

**FY 2000 Capital Fund Program
Performance and Evaluation Report for Period Ending 03/31/02**

**FY 2001 Capital Fund Program
Performance and Evaluation Report for Period Ending 03/31/02**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Morgan City Housing Authority

PHA Number: LA 036 (Public Housing); LA 221 (Section 8)

PHA Fiscal Year Beginning: (mm/yyyy) 10/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

The 5-Year Plan was Submitted in FY 2000

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The mission of the Morgan City Housing Authority is to promote adequate and affordable housing, economic opportunity and a suitable living environment without discrimination for low-income, very low-income families, for the elderly and for persons with disabilities, through its public housing and Section 8 Programs.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies:
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)

- ☒ PHA Goal: Improve the quality of assisted housing (Also Additional below)
Objectives:

- ☒ Improve public housing management: (PHAS score) 75

The MCHA achieved an original PHAS score of 78 but received a 4-point penalty for late submission of the financial reports. Efforts will be made to resolve that matter so such penalty will not be received in the future.

MCHA Score:

Physical	22 out of 30
Financial	21 out of 30 (-4 for late submission)
Management	27 out of 30
Resident Satisfaction	8 out of 10
	78 out of 100

- ☒ Improve voucher management: (SEMAP score) 75

The MCHA did not achieve the target of 75 for its SEMAP due to the need to correct several deficiencies discovered during the recent year from the previous year's operations and the newness of staff. Extra effort will be focused on the corrections of these matters and improve staff ability which should provide the resultant improvement in the SEMAP score.

- ☒ Increase customer satisfaction:
☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
☒ Renovate or modernize public housing units:

MCHA continues to modernize its public housing units and will award a contract for that purpose including the air conditioning of some units prior Sep 30, 2002.

- ☐ Demolish or dispose of obsolete public housing:
☐ Provide replacement public housing:
☐ Provide replacement vouchers:
☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:

MCHA has been unsuccessful to obtain qualified candidates for its homeownership program but will continue to strive to accomplish this important goal.

- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment (Also Additional Below)

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

MCHA continues to monitor its sites and attempts to place higher income households at each site in a balanced manner.

- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements: (PHDEP Grant)

MCHA received a good evaluation of its PHDEP Grant program conducted at the request of HUD and has restarted the security patrol after a nearly 12 month suspension. After the PHDEP Grant program terminates the security patrol will be transferred to the Operating Budget.

- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

☒ Increase the number and percentage of employed persons in assisted families: Increase 10%

MCHA families experience much fluctuation in employment as the economy of the area provides minimal opportunities except for fast food operations and minimum wage jobs without benefits. The HA will continue to monitor the progress in this area.

- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Other Goals and Objectives developed by the Morgan City Housing Authority are designed to accomplish the mission stated above in a professional and fiscally prudent manner as follows:

Goal One: Increase the availability of decent, safe, and sanitary rental housing that is affordable for lower income families.

Objectives:

1. The MCHA shall develop a marketing strategy to effectively communicate to the community the availability of the decent, safe, and sanitary affordable rental housing available in its public housing developments.

2. The Morgan City Housing Authority will maintain a waiting list of sufficient size and process applicants in order to reduce vacancies and readily fill units as they become vacant.

Waiting list has improved but is still not enough in size to fill vacancies. Applicants are housed within a 30 – 60 day period after applying depending on time for processing and their ability to accumulate the deposits.

3. The MCHA will develop partnerships with other housing providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.

4. Enhance the marketability of the Housing Authority's public housing units by achieving proper curb appeal by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by December 30, 2000.

This has been accomplished to a large degree and the HA is making extreme efforts to keep the appearance of the properties clean, neat, appealing.

Goal Two: To improve the quality of assisted housing programs managed by the PHA.

Objectives:

1. The MCHA shall develop new strategies to improve the quality of its public housing developments through improved methods to monitor and manage the fiscal resources available to the HA (PHAS).

In the past year the MCHA focused on improvement of its management systems and achieved an original PHAS score of 78 but received a 4-point penalty for late submission of the financial reports. Efforts will be made to resolve that matter so such penalty will not be received in the future.

2. The MCHA shall continue with its efforts to improve voucher management and fiscal accountability of the Section 8 program. (SEMAP)

As stated in a previous section, the MCHA did not achieve its target of 75 for its SEMAP due to the need to correct several deficiencies discovered during the recent year from the previous year's operations and the newness of staff. Extra effort will be focused on the corrections of these matters and improve staff ability which should provide the resultant improvement in the SEMAP score.

Goal Three: To improve the quality of life for its residents and to increase resident/community participation programs of the Morgan City Housing Authority.

MCHA will continue to pursue this goal with the intent to achieve the improved resident participation. The target reduction of crime in the HA's developments was well on the way to be accomplished prior to the suspension of the security patrol and that program is now getting back on track.

Objectives:

1. Increase resident participation in the resident council by 40% by December 31, 2004.
2. The Morgan City Housing Authority shall continue to pursue and dedicate funding available to provide for drug elimination and prevention programs to combat crime in its developments and shall reduce crime in its developments by 40% by December 31, 2004.

Goal Four: The Morgan City Housing Authority shall promote self-sufficiency and asset development in its residents.

Objectives:

1. The Morgan City Housing Authority shall establish liaison committee of residents with other housing agencies to broaden access to programs that may provide economic opportunities and otherwise benefit the PHA's residents.

The PHA works with the two neighboring agencies, the Parish Section 8 Program, and the Lafayette Housing Authority to establish working arrangements to improve programs that may provide economic opportunities for residents.

2. The Morgan City Housing Authority shall continue to work with the City of Morgan City and other entities to establish and develop a first-time buyer homeownership program for lower income families. By December 30, 2001, the HA will facilitate homeownership opportunities for three lower income families through the efforts of its first time homebuyer program.

MCHA has worked with the Houma Thibodaux Catholic Diocese and Community Action Agency's First Time Homebuyer Programs to obtain qualified candidates for its homeownership program but has been largely unsuccessful. Prospective applicants either have not completed the courses, don't want to get involved with the classes, or cannot obtain a minimal loan to qualify for the program. The MCHA will continue to strive to accomplish this important goal. The deadline to achieve this objective will have to be extended to December 30, 2003.

3. The Morgan City Housing Authority shall encourage movement to employment and expanded employment by implementing such measures as modifying rent increases and employment of ceiling and flat rents to remove disincentives for employment.

This has been accomplished.

Annual PHA Plan PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Attachment "A" (Page 48)

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Required Attachments:

(Attachments "C, E, F, G, H, I, J, K, L" are for public housing only.)

<input checked="" type="checkbox"/> Admissions Policy for Deconcentration (Attachment "C")	Page 53
<input checked="" type="checkbox"/> FY 2002 Capital Fund Program Annual Statement (Attch. "E")	Page 55
File name: la036e02 (Excel File submitted separately)	
<input checked="" type="checkbox"/> FY 2002 Capital Fund Program 5 Year Action Plan (Attach. "F")	Page 56
File name: la036f01 (Excel File submitted separately)	
<input checked="" type="checkbox"/> Community Service Requirement (Attachment "G") (No longer in effect)	Page 57
<input checked="" type="checkbox"/> Pet Policy (Attachment "H")	Page 58
<input checked="" type="checkbox"/> Resident Member on the PHA Governing Board (Attachment "I")	Page 59
<input checked="" type="checkbox"/> Membership of the Resident Advisory Board (Attachment "J")	Page 60
<input checked="" type="checkbox"/> Performance and Evaluation Report – (03/31/02) (Attachment "K")	Page 61
FY 2000 Capital Fund Program [File name: la036k01] (Excel file submitted separately)	
<input checked="" type="checkbox"/> Performance and Evaluation Report – (03/31/02) (Attachment "L")	Page 62
FY 2001 Capital Fund Program [File name: la036l01] (Excel file submitted separately)	
<input type="checkbox"/> Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	

Optional Attachments:

<input checked="" type="checkbox"/> PHA Management Organizational Chart (Attachment "D")	Page 54
<input type="checkbox"/> Public Housing Drug Elimination Program	
<input type="checkbox"/> Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)	
<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Executive Summary (Attachment "A")	Page 48
Housing Needs and PHA Strategy (Attachment "B")	Page 51

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in St Mary Parish by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2,333	5	5	3	1	5	2
Income >30% but <=50% of AMI	1,046	4	5	3	1	5	2
Income >50% but <80% of AMI	160	3	3	3	1	4	2
Elderly	804	5	4	3	1	3	2
Families with Disabilities	291	4	3	3	1	3	2
White	1,610	3	2	3	1	3	2
Black	2,414	5	5	3	1	5	2
Hispanic	39	3	3	3	1	4	2
Asian	20	3	3	3	1	4	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 1999
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List For Public Housing			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	29		60 In – 60 Out
Extremely low income <=30% AMI	25	86.2	
Very low income (>30% but <=50% AMI)	4	13.8	
Low income (>50% but <80% AMI)	0	0	
Families with children	18	62.1	
Elderly families	3	10.3	
Families with Disabilities	0	0.0	
White	6	20.7	
Black	23	79.3	
Hispanic	0	0	
Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	11	37.9	
2 BR	5	17.2	
3 BR	13	44.8	
4 BR	0	0	
5 BR	0	0	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List For Section 8 Assistance			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	21		30
Extremely low income <=30% AMI	07	33.3	
Very low income (>30% but <=50% AMI)	10	47.6	
Low income (>50% but <80% AMI)	4	19.0	
Families with children	15	71.4	
Elderly families	2	9.5	
Families with Disabilities	0	0	
White	9	42.9	
Black	12	57.1	
Hispanic	0	0	
Asian	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

See Attachment "B" Page 51

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	473,484	
b) Public Housing Capital Fund	596,650	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	422,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 CFP	516,000	Modernization
2001 PFP	616,300	Modernization
2001 PHDEP	81,078	Drug Elim
3. Public Housing Dwelling Rental Income	410,000	Public Housing Operations
4. Other income (list below)		
Non-dwell Rent	28,500	
4. Non-federal sources (list below)		
Total resources	3,144,012	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

See Attachment "C" - MCHA Deconcentration Policy Page 53

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) 5
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)
When Placed on waiting list.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☐ One
☐ Two
☒ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☐ Overhoused
☐ Underhoused
☐ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☒ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

☒ Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
 - Substandard housing
 - Homelessness
 - High rent burden

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- 4 Those enrolled currently in educational, training, or upward mobility programs
 - ☐ Households that contribute to meeting income goals (broad range of incomes)
 - ☐ Households that contribute to meeting income requirements (targeting)
 - ☐ Those previously enrolled in educational, training, or upward mobility programs
 - ☐ Victims of reprisals or hate crimes
 - ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA’s Admissions and Continued Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition?
(select all that apply)

- ☒ At an annual reexamination and lease renewal
☒ Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☒ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Dixie Homes	28	The ave income is 126%, down from a previous 129%, of the average income of all developments. This is the result of the income of one family that is extra high for the development. When the one high-income family is deducted the average for the site comes within 103% of the overall average. It is concluded that this one family does not have a negative effect on the income mix of the site and no corrective action is warranted.	

Jacquet Homes	50	The average income of this site is 126%, down from a previous 129%, of the average income of all developments. This is the result of the income of four families in the development that have income's at 80% of the median and the fact that there are no zero income families at this site. When the four high income families are deducted the average for the site comes within 114% of the overall average. It is concluded that these families do not have a negative effect on the income mix of the site and no corrective action is warranted.	
Brownell Homes #1	155	The average income of this site is 83%, down from a previous 87%, of the average income of all developments. This appears to be a result in a drop of ave income per family of \$200 for the site as compared to a \$90 per family drop HA wide. The HA makes every attempt to offer higher income applicants incentives (Through the Flat Rent Provisions) to live in this development and will continue to do so to bring the ave income up to within the HA wide average.	

B. Section 8

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
 - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
 - ☐ More general screening than criminal and drug-related activity (list factors below)
 - ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
 - ☐ Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project-based certificate program
 - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
 - ☐ Other (list below)

(3) Search Time

- a. ☐ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

☒ Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ 2 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ 2 Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

1. When through no fault of their own, the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
2. When through no fault of their own, the income of the family has been substantially decreased (50% or more) because of loss of employment or extraordinary changed circumstances;

3. When through no fault of their own, the family has an increase in expenses because of extraordinary changed circumstances, such as for medical costs, extraordinary transportation costs, job related education expense, or similar items;

4. When a death has occurred in the immediate family or a parent of the head of household or that of the spouse.

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☒ Yes for all developments

☐ Yes but only for some developments

☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☒ For all developments

- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
 - ☐ For specified general occupancy developments
 - ☐ For certain parts of developments; e.g., the high-rise portion
 - ☐ For certain size units; e.g., larger bedroom sizes
 - ☐ Other (list below)
3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☒ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- ☐ Never
 - ☐ At family option
 - ☒ Any time the family experiences an income increase
 - ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - ☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☐ The section 8 rent reasonableness study of comparable housing
 - ☐ Survey of rents listed in local newspaper
 - ☐ Survey of similar unassisted units in the neighborhood
 - ☒ Other (list/describe below)

Flat Rents that were established at the higher of the ceiling rent or a percentage of the FMR as published by HUD for St Mary Parish Section 8 Agencies.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

1. When through no fault of their own, the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
2. When through no fault of their own, the income of the family has been substantially decreased (50% or more) because of loss of employment or extraordinary changed circumstances;
3. When through no fault of their own, the family has an increase in expenses because of extraordinary changed circumstances, such as for medical costs, extraordinary transportation costs, job related education expense, or similar items;
4. When a death has occurred in the immediate family or a parent of the head of household or that of the spouse.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached. **Attachment "D" – Page 54**

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	330	60
Section 8 Vouchers	131	30
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	330	
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
MCHA Operations and Maintenance Policy
- (2) Section 8 Management: (list below)
Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an to the PHA Plan as **Attachment "E"** [File name: **la036e02**] [Microsoft Excel]

or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as **Attachment "F"** – [File name: **la036f01**] [Microsoft Excel]
- or-
- ☐ The Capital Fund Program 5-Year Action Plan is provided below:

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (_____)
5. Number of units affected: 2
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly

families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:

- ☐ Units addressed in a pending or approved HOPE VI demolition application
(date submitted or approved:)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

The MCHA is presently negotiating with the State TANF Agency under a special program to provide assistance to its residents but no agreement has yet been reached.

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☒ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families

- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Office Clerk	1 Person	Random Selection	PHA Main Office	Both
Workers in Mail Center	2 people	Random	Mail Center	PH
Tutoring Program Aides	4 people	Other	Tutoring Centers	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

--	--	--

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

MCHA Community Service Requirements Plan included in Attachment "G" page 57

This requirement has been temporarily suspended, but may be authorized effective 10/1/02.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

LA 36 -1, 2, 3, 4, 5

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)
LA 36 -1, 2, 3, 4, 5

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)
LA 36 -1, 2, 3, 4, 5

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment.

PHDEP Program No Longer In Effect

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

For MCHA Pet Policy See Attachment “H” - Page 58

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☒ Other: (list below)

The PHA is implementing an Improvement Plan, which includes under Part 9, Long Range Goals, Item #2 which states, "The Staff and Board of Commissioners shall evaluate the long term issue of chronic vacancy with consideration as to the possibility of reduction in density of units at Brownell Homes." In addition to a review of density considerations, the IP Plan includes under Part 4A – Housing Management, Item # 3 and 4, which in summary state, "Analyze vacancy trends and root causes, and Develop Plan to reduce vacancy loss. It is anticipated that the evaluation at Brownell Homes will consider these issues as well as rental policy and other financial aspects of the operations at that site.

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☐ Attached at Attachment (File name)
- ☒ Provided below:

1. The RAB commented that it the idea of installing A/C units would be beneficial to existing residents as well as make the units more marketable. They requested that existing tenants be included in the initial installation of the units.

2. The RAB commented that the trees in the elderly section of Brownell Homes are again infested with bugs or caterpillars that make it unpleasant to go outdoors.

3. One comment from the RAB was that there are several areas where trees are hanging on roofs, and in particular in Shannon Homes causing potential problems to tenants and roof damage.

4. The RAB advised that the Police Patrol was working well again and requested that the Housing Authority keep it in operation.

3. In what manner did the PHA address those comments? (Select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA welcomes the comments submitted and will address each of the comments and advice as part of its ongoing operations to the extent that it can. The PHA has been successful in getting the additional security patrol reinstated and will include residents in the discussions to modify the guard gate operations if and when that is reinstated as well. The PHA will address the bugs in the elderly section and has the installation of a number of A/C units included in its Capital Fund Program.

The PHA will also include residents on its committee to develop a marketing plan to get ideas from residents as to what types of amenities that the PHA could offer to attract more applicants to public housing.

- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) State of Louisiana
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of the original 5-Year Plan submitted in FY 2000.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

1. The Morgan City Housing Authority shall continue to dedicate its Capital Fund Program funds to modernization of its public housing units.
2. The Morgan City Housing Authority will seek to maintain a waiting list of sufficient size and process applicants in order to reduce vacancies and readily fill units as they become vacant.
3. The Morgan City Housing Authority will develop partnerships with other housing providers to coordinate efforts to promote improvements in the supply of decent, safe, and sanitary rental housing.
4. The MCHA shall continue with its efforts to improve voucher management and fiscal accountability of the Section 8 program. (SEMAP)
5. The Morgan City Housing Authority shall access programs that can assist its residents to develop employment, economic opportunities, and improved quality of life skills for residents.

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The original letter and Certification from the Office of Ms Susan Elkins, Director of La. Office of Community Development, was dated April 14, 2000, certifying that Plan is consistent with State's Consolidated Plan – and a copy was submitted with the Certifications for the original 5-year Plan.

A letter specific to the FY 2002 Annual Plan will be submitted to the State for review and approval.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

ATTACHMENTS

ATTACHMENT “A”

Morgan City Housing Authority

Executive Summary

In compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and ensuing HUD requirements, the Morgan City Housing Authority (PHA) has prepared this Agency Plan for submission to the U.S. Department of Housing and Urban Development. The PHA Agency Plan is in the form of a standard plan for agencies with over 250 units as provided for in the QHWRA.

Morgan City is the hub of the Louisiana offshore oil industry and despite the recent decline in population, remains the largest city in St. Mary Parish with a population of approx 14,000 persons. Approximately 5% of the population of the City lives in one of the four public housing developments. The City is located near the gulf on the Intracoastal Waterway and is equidistant from the Cities of New Orleans, Baton Rouge, and Lafayette. The PHA has four locations in the City, two of which are on the outskirts. The larger of the developments is Brownell Homes with 200 units, on a relatively small site comprised of duplexes, four-plexes and eight-plexes. The development is somewhat isolated from the City and is located near a wooded area on a well-traveled highway, with access to the Interstate system to Houston and New Orleans. Jacquet Homes is a 50-unit development constructed in a minority section of town. Dixie and Shannon are two older developments; one located at the edge of an all black neighborhood, and Shannon which is located in a mixed neighborhood.

The primary goal of the PHA is to continue provide and maintain quality affordable housing in a professional and fiscally prudent manner free from discrimination. The Annual Plan was developed with that primary goal in mind, and a number of the provisions that have been formulated reflect that and other objectives that will have to be accomplished to achieve the stated mission of the housing authority.

The PHA has set out to be in compliance with the Quality Housing and Work Responsibility Act of 1998 requirement that housing authorities set forth in their Annual Plan a Capital Improvement Plan. As part of its Annual Plan the PHA has prepared a Capital Improvement Plan for FY 2002 and a Five-Year Action Plan extending to 2006. The current needs greatly exceed the resources available to meet these needs.

The MCHA is in an ongoing process of implementing an Operations Improvement Plan, which primarily focuses on improvements to the operations and financial management systems of the agency. Of prime concern is the viable management of the agency considering the continued higher than desired vacancy rate and small waiting list of families seeking housing. At present the waiting list averages 25 applicants which although double what it was in FY 2001, is still not enough to fill the current vacancies. All applicants on the list are in some form of processing for housing. Applicants are housed within a 30 – 60 day period after applying depending on time for processing and their ability to accumulate the deposits. It is also observed that monthly turnover continues to equaled new admits so the vacancy issue remains constant. As stated previously new incentives need to be developed to increase applicants on the waiting list.

(Executive Summary Page 2)

The Operational Improvement Plan included strategies for all nine of the PHA operational areas but the primary focus was on improvement of financial stability. Substantial improvement was made with the PHAS score this year in that the MCHA achieved an original PHAS score of 78 but received a 4-point penalty for late submission of certain financial reports. The MCHA Scores were as follows:

Physical	22 out of 30
Financial	21 out of 30 (With a penalty of -4 for late submission)
Management	27 out of 30
Resident Satisfaction	8 out of 10

Efforts will be made to resolve that matter so such penalty will not be received in the future. The MCHA did not achieve the target of 75 for its SEMAP due to the need to correct several deficiencies discovered from the previous year's operations and the newness of staff. Extra effort will be focused on the corrections of these matters and improve staff capacity which should provide the resultant improvement in the SEMAP score. The SEMAP deficiencies were not in the financial area but were primarily in the reporting area which efforts are being made to improve.

A major cost to the PHA continues to be the expense for utilities because the PHA owns the utility distribution system. One of the long-range Improvement Plan strategies for the new Board is to engage in more urgent discussions with the City in an effort to have the City take over all of the utility systems.

In an effort to develop an incentive for people to rent the vacant units, the housing authority will upgrade a certain number of vacant units by installing air conditioning in some of the units that already have central furnaces and ductwork. Plans and specifications for this work are nearing completion and it anticipates bidding and awarding the work prior to Sep 30, 2002. It is believed that this will be an excellent marketing incentive for people to rent those vacant units. In modification of the previous policy, the A/C systems will be installed in units (Regardless of whether there is existing ductwork) on a volunteer lottery basis with an effort to balance distribution at each site.

To address the small waiting list, and the vacancy issue at Brownell Homes the PHA will make an effort to conduct an in-depth analysis of what it has done to promote the rental of its dwelling units. Using that analysis it will then develop a new comprehensive marketing strategy to reach out and advertise to those segments of the community that it has been missing about the types and quality of rental units it has available. One idea under consideration is to conduct a public open house to show the quality of the units available and explain the advantage of the rental structure at Brownell Homes where the vast majority of vacancies occur. The PHA has re-evaluated its strategy to mothball a number of units and will look at other options.

The Morgan City Housing Authority was awarded \$81,078 under the PHDEP Drug Elimination Grant Program for 2001, which it will continue to use for drug elimination activities until it is depleted. MCHA received a good evaluation of its PHDEP Grant program conducted at the request of HUD and has restarted the security patrol after a nearly 12 month suspension. After the PHDEP Grant program terminates the security patrol will be transferred to the Operating Budget.

(Executive Summary Page 3)

It is anticipated that the FY 2001 PHDEP grant will provide funds to continue the current programs of additional police surveillance, the elementary and junior high school tutoring program until the promised Operating Fund supplement for such activities is made operational. Efforts continue to have families participate in job training and readiness at the CAA Welfare to Work Center located at Brownell Homes will also be continued under this program. The HA also continues to enforce its One Strike Policy and has had a number of evictions occur under the policy.

With regard to the homeownership program, the MCHA has worked with the Houma Thibodaux Catholic Diocese and Community Action Agency's First Time Homebuyer Programs to obtain qualified candidates for its homeownership program but has been largely unsuccessful. Prospective applicants either have not completed the courses or don't want to get involved with the classes, or cannot obtain a minimal loan to qualify for the program. The MCHA will continue to strive to accomplish this important goal. The deadline to achieve the objective of placing three lower income families in homeownership status will have to be extended to December 30, 2003.

The plans, statements, budget summary, and policies set forth in the Annual Plan all lead to the accomplishment of the PHA goals and objectives. Taken as a whole, they outline a comprehensive approach toward achievement of the stated mission of the Morgan City Housing Authority. The plan has been developed with input and participation of the residents and is consistent with the State Consolidated Plan and Comprehensive Housing Affordability Strategy.

The PHA welcomes resident and public input on its Agency Plan.

ATTACHMENT “B”

Morgan City Housing Authority

Housing Needs and PHA Strategy

A. General:

The Quality Housing and Work Responsibility Act of 1998 requires that Morgan City Housing Authority (PHA) set forth in their Annual Plan a assessment of the housing needs of its jurisdiction and its waiting list. Also, the housing authority is required to state how it intends to address the needs identified.

Attached is the information contained in the Housing Needs Section of the State Consolidated Plan and Comprehensive Housing Affordability Strategy (CHAS) as it relates to St Mary Parish. It shows there is a significant need for additional affordable housing resources in the area. The data is provided in the form of a table. Also, attached is a table that provides an analysis of the PHA waiting list. The information was analyzed as indicated below.

B. Assessment of Housing Needs:

An analysis of the PHA waiting list in early 2002 provides a picture that is more extreme for the immediate community. Eighty-six percent of the applicants for housing from PHA are extremely low-income families (at or below 30% AMI), and nearly 14% of applications are from low-income families, and none are from low-moderate income families. Families with children comprise sixty-two percent (62%) of the applicants and percentage increase of 50% over the previous year, and no families with disabilities have applied which is down from the previous year.

The average annual turnover rate is high (5 per month) compared to the number of applicants, and the housing authority has extensive vacancies in one of its developments. Prior to the initial Agency Plan, which includes the flat rent provision, applicants had historically turned down offers to rent units at that site but no longer continue to do so. The majority of requests for housing are now for three bedroom units rather than one-bedroom units as noted for the previous year.

From information presented in the State CHAS (Fig. B-2 thru B-8) that there are 4,144 very low income households in St Mary Parish, and 1,489 of those households are living in overcrowded conditions. Table 1C of the CHAS indicates that of the extremely low income families (at or below 30% AMI) a full 75% of families have some sort of housing problems – with nearly 60% paying over 50% of their income in rent. Figures A-2 & 3 of the CHAS indicate that overcrowded households in the low and very low income categories comprises over 85% of the total – causing a significant need for additional housing.

From data presented in the CHAS on housing needs it is concluded that of the 4,024 units needed, over 45% are needed by extremely low income families, and nearly 20% are needed by low-moderate income families with incomes of from 50 – 80% of AMI. Of the total it is estimated that 19% of applicants are elderly families, and nearly 60% of those in need are black families. As previously stated the Housing Authority waiting list for FY 2002 indicates a slightly more extreme need than the parish need.

C. Strategies

A. Strategies that will be used to maximize the number of affordable dwelling units available will include but not be limited to the following:

1. Employ effective maintenance and management policies to minimize the number of public housing units off-line.
2. Reduce turnover time for vacated public housing units. Reduce time to renovate public housing units.
3. Investigate housing resources other than public housing funding.

B. Strategies to maximize utilization of dwelling units and Section 8 assistance managed by the PHA.

1. Attempt to maintain a waiting list of applicants that will fill vacant units.
2. Develop new marketing strategies and incentives to encourage applicants to take a rental unit in Brownell Homes Development.
3. Staff and Board of Commissioners to evaluate the long term issue of chronic vacancy with consideration as to the possibility of reduction in density of units at Brownell Homes.
4. Analyze Section 8 Utilization Rate together with Payment Standard and the rate of return when Section 8 applicants are called to be processed for admittance to the program, to ensure maximum utilization of assistance available.

C. Strategies to focus on assistance to lower income families:

1. Adopt rent policies to support and encourage work.
2. Employ admissions preferences aimed at families who are working.

D. Strategies to focus on elderly and disabled families:

1. Implement modifications near elderly and handicap units to improve visitability.
2. Continue security measures such as additional police patrol and crime prevention programs.

ATTACHMENT “C”
Morgan City Housing Authority

Deconcentration Policy - Section “T” of ACOP

1. It is Morgan City Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Morgan City Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

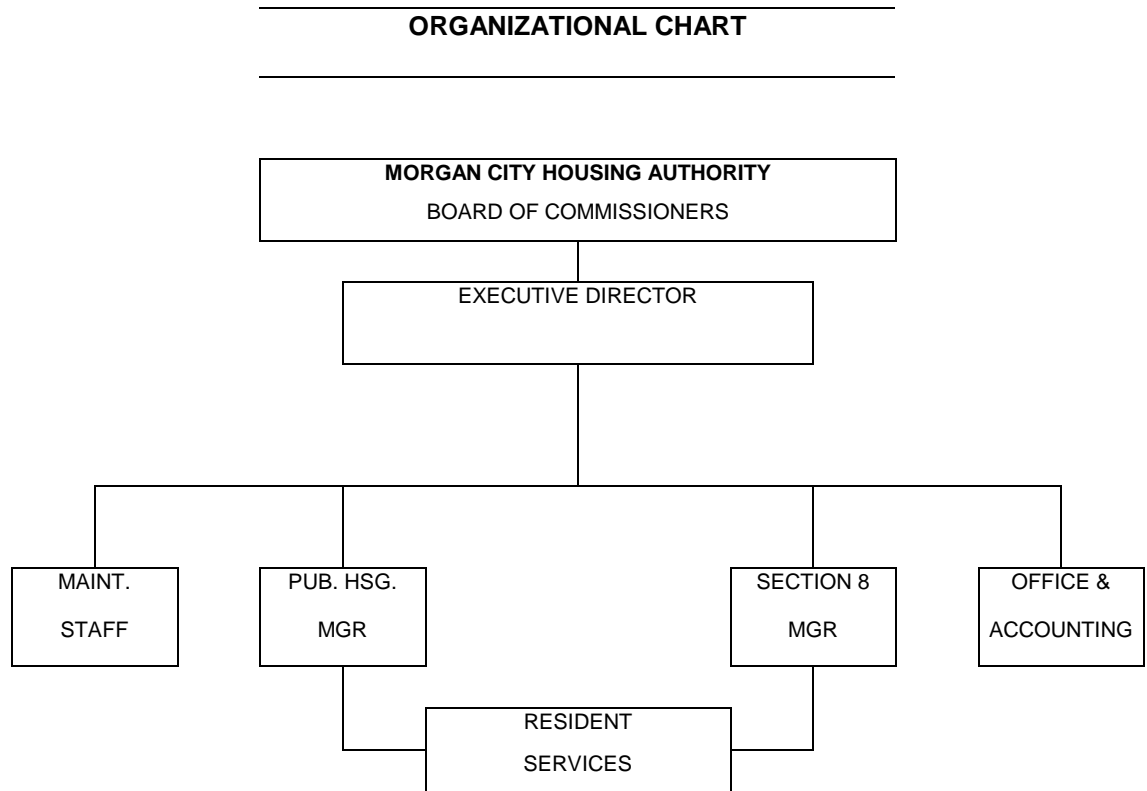
Prior to the beginning of each fiscal year, the PHA will analyze the income levels of families residing in each of its developments, the income levels of census tracts in which its developments are located, and the income levels of the families on the waiting list. Based on this analysis, the PHA will determine the level of marketing strategies and deconcentration incentives to implement.

2. Deconcentration Incentives

The Morgan City Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

ATTACHMENT “D”
Morgan City Housing Authority



ATTACHMENT “E”
Morgan City Housing Authority

FY 2002 Capital Fund Program Annual Statement

This Attachment Submitted as a Separate File Named: la036e02 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

ATTACHMENT “F”
Morgan City Housing Authority

FY 2002 Capital Fund Program 5 Year Action Plan

This Attachment Submitted as a Separate File Named: la036f01 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

ATTACHMENT “G”

Morgan City Housing Authority

Community Service Requirement (Temporarily Suspended)

The Morgan City Housing Authority (PHA) has modified its Admission and Continued Occupancy Policy and added a Section H which includes the statutory provisions for continued occupancy that require each adult family member who is not employed and otherwise exempt, must comply with the Community Service Requirement (CSR) of QHWRA, which states that such persons must contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located. Participation in an economic self-sufficiency program is considered fulfillment of this requirement.

When required to contribute community service, it is the residents' responsibility to find a place to serve the hours of community service, and to provide documentation that the service was performed. The housing authority has canvassed its rent rolls to determine which of its existing resident families that the HA believes has one or more members who fall under the CSR. Those persons that are responsible to participate in the CSR program are asked to come into the office to have the requirements explained to them and to provide them with the reporting form. Newly admitted families have the program explained to them at orientation. Those residents that fall into the CSR category may be assigned to one staff member to track their progress in meeting their responsibilities.

The CSR resident family must bring in the completed form on a monthly basis and present the form at the time of payment of rent. If the HA has a reason to question the truthfulness of the information provided on the form it will take steps to confirm the information.

Areas that have been identified as acceptable for CSR service include but are not limited to the following:

Lakewood Hospital	St Mary Guest Home	CAA Headstart Centers
Council on Aging Center	City Recreation Dept	Church Child Summer Programs
St Mary Outreach	Schools	St Mary Comm Action Agency
Welfare to Work Training Programs		Qualified Training Programs

If a resident cannot find an opportunity to volunteer with one of the above agencies, then the residents will be assigned to work at one of the HA's resident programs as a volunteer basis.

Programs that the MCHA conducts that can accommodate a limited number of volunteers:

Afterschool Tutoring Program	GED Tutoring Program	Summer Enrichment Program
Mentoring Program	Resident's Work Program	Vacant Apt. Cleaning Team

The MCHA will notify any family found to be in noncompliance of the CSR program:

- 1) That they are in non-compliance with their CSR Requirements,
- 2) That the determination is subject to the grievance procedure; and
- 3) That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.

ATTACHMENT “H”

Morgan City Housing Authority

Pet Policy

1. General

In compliance with Section 526 of The Quality Housing and Work Responsibility Act of 1998, the PHA has adopted a policy to permit residents to own and keep one or more common household pets; the number being limited by type and size. Animals that are an auxiliary for persons with a disability are excluded from this policy. This policy is in the form of an agreement that must be signed between the resident and PHA hereafter, which sets out all rules and requirements for keeping a pet. The ownership of common household pets are subject to the following rules and limitations:

2. Types of Pets

Common household pets shall be defined as “domesticated animals such as a dog, cat, bird, rodent, fish or turtle. Birds includes Canary, Parakeet, Finch and other species that are normally kept caged; birds of prey are not permitted. Fish in tanks or aquariums, not to exceed 20 gallons in capacity; poisonous or dangerous fish are not permitted.

Dogs **Not to exceed 25 lbs. weight, or 15 inches in height at full growth.** Dogs must be spayed or neutered. **Pit Bulls, Dobermans, German Shepherds, Rottweiler, or similar type dogs are not permitted.** Cats must be spayed or neutered and be declawed or have scratching post, and should not exceed 15 pounds. Rodents other than hamsters, gerbils, and Guinea pigs are not considered common household pets – and are not allowed. Hamsters, gerbils, and Guinea pigs must be kept in appropriate cages. Reptiles other than small lizards such as chameleons are not considered common household pets.

Exotic Pets such as iguanas, monkeys, game pets, snakes, alligators, turtles, and other reptiles are prohibited.

3. Miscellaneous Provisions

All dogs and cats will need to be on a leash, tied up, or otherwise restrained at all times when they are outside. Neither dogs nor cats shall be permitted to run loose. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner’s apartment for the purpose of handling, but shall not generally be unrestrained.

Each pet owner shall be fully responsible for the care of the pet, including proper disposal of pet wastes in a safe and sanitary manner. Specific instructions for pet waste shall be available in the management office. Improper disposal of pet waste is a lease violation and may be grounds for termination. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, PHA employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.

All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.)

All pets shall be registered with the Management Office immediately or no longer than ten (10) days following their introduction to the community. Registration shall consist of payment of an additional security deposit of \$ 100 for dogs or cats, plus basic information about the pet (type, age, description, name, etc.), proof of inoculation and licensing, and proof of neutering or spaying.

Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the PHA from all claims, causes of action damages or expenses, including attorney’s fees, resulting from the action or the activities of his or her pet.

Attachment "I": Resident Member on the PHA Governing Board
Morgan City Housing Authority

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Dorothy Livas

B. How was the resident board member selected: (select one)?

- ☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires): Expires Oct 2005

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Dr Tim Tregle, Mayor; appoints Board

Attachment “J”: Membership of the Resident Advisory Board
Morgan City Housing Authority

List members of the Resident Advisory Board: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Ruth Boone

Sybil Charles

Charles Johnson

Shirley Willis

Clarence Campbell

ATTACHMENT “K”
Morgan City Housing Authority

FY 2000 Capital Fund Program

Annual Statement - Performance and Evaluation Report - Period Ending 03/31/02

This Attachment Submitted as a Separate File Named: la036k01 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

ATTACHMENT “L”
Morgan City Housing Authority

FY 2001 Capital Fund Program

Annual Statement - Performance and Evaluation Report - Period Ending 03/31/02

This Attachment Submitted as a Separate File Named: la036l01 (Microsoft Excel)

This attachment also submitted in hard copy by mail.

